

## **NATIONAL CITY PUBLIC LIBRARY FINE-FREE POLICY**

The National City Public Library is dedicated to equitable access to library services and materials for everyone in the National City community. Consequently, the Library will no longer assess overdue fines for borrowed items.

1. Effective with City Council approval, overdue fines will not be charged for materials kept past their due date and all previously assessed late fines will be deleted. Patrons are still responsible for previously assessed fees, including lost item fees.
2. Each item has a due date and cardholders are responsible for honoring the due date.
3. The fine-free policy only applies to overdue items. Fees for lost or damaged items will be applied according to existing procedure.
4. All library materials (with the exception of audiovisual materials and tech devices) will check out for 28 days, with three automated renewals of 14 days each renewal period, as long as there are no holds on the item. Renewal notices will be sent to patrons with new due date.
5. DVDs/BluRays will check out for seven days, with one automated renewal of seven days, as long as there are no holds on the item. Renewal notices will be sent to patrons with new due date.
6. Music CDs will check out for 14 days, with three automated renewals of 14 days each renewal period, as long as there are no holds on the item. Renewal notices will be sent to patrons with new due date.
7. If an item is overdue, the cardholder's account will be blocked from checking out library materials. Once the item is returned, the block will be removed. Patrons will receive an overdue notice.
8. At 30 days overdue, the item will be marked as "lost" and the patron will be unable to check out or renew any physical items until they return the lost item, or pay for its replacement cost plus a \$5 processing fee.
9. Tech devices will check out for 28 days, with one automated renewal of 14 days, as long as there are no holds on the item. Renewal notices will be sent to patrons with new due date. If an item is overdue, the cardholder's account will be blocked from checking out library materials, the wireless hotspot service will be paused, and the Google chromebook is locked remotely. At 30 days overdue, the item will be marked as "lost" and the patron will be unable to check out or renew any physical items until they return the lost item, or pay for its replacement cost plus a \$5 processing fee. Once the item(s) is/are returned, all library card account blocks will be removed. All tech devices are insured for full replacement cost.

10. Ninety days after the item goes to “Lost,” if a patron owes \$100 or more in lost items, the account will be sent to collections through the City of National City’s Finance Department, and the patron will no longer be able to check out library materials or use Library computers until the collections account is resolved. If the materials are returned, the replacement fees will be removed; however, the patron is still responsible for any collections fees incurred on their account.

#### **Loan Periods and Renewals**

<b>Library Materials</b>	<b>Initial Loan Period</b>	<b>Renewal Period</b>	<b>Number of Renewals</b>
All books and Periodicals	28 days	14 days	3
DVDs/BluRay	7 days	7 days	1
Music CDs	14 days	14 days	3
Tech Devices	28 days	14 days	1